

SECURITIES AND EXCHANGE COMMISSION

Proposed Collection; Comment Request

Upon Written Request, Copies Available
From: Securities and Exchange
Commission, Office of Filings and
Information Services, Washington,
D.C. 20549

Extension:

Rule 17Ad-16, SEC File No. 270-363,
OMB Control No. 3235-0413

Notice is hereby given that pursuant to the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 *et seq.*) the Securities and Exchange Commission ("Commission") is soliciting comments on the collection of information summarized below. The Commission plans to submit this existing collection of information to the Office of Management and Budget for extension and approval.

Rule 17Ad-16 Notice of Assumption or Termination of Transfer Agent Services

Rule 17Ad-16 under the Securities Exchange Act of 1934, requires a registered transfer agent to provide written notice to a qualified registered securities depository when assuming or terminating transfer agent services on behalf of an issuer or when changing its name or address. These recordkeeping requirements address the problem of certificate transfer delays caused by transfer requests that are directed to the wrong transfer agent or the wrong address.

Approximately 450 transfer agents submit Rule 17Ad-16 notices, the staff estimates that the average number of hours necessary for each transfer agent to comply with Rule 17Ad-16 is approximately 15 minutes per notice or 3.5 hours per year, totalling 1,575 hours industry-wide. The average cost per hour is approximately \$30 per hour, with the industry-wide cost estimated at approximately \$47,250. However, the information required by Rule 17Ad-16 generally is maintained by registered transfer agents. The amount of time devoted to compliance with Rule 17Ad-16 varies according to differences in business activity.

Written comments are invited on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility; (b) the accuracy of the agency's estimate of the burden of the collection of information; (c) ways to enhance the quality, utility, and clarity of the

information collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology. Consideration will be given to comments and suggestions submitted in writing within 60 days of this publication.

Please direct your written comments to Michael E. Bartell, Associate Executive Director, Office of Information Technology, Securities and Exchange Commission, 450 5th Street, N.W. Washington, DC 20549.

Dated: October 10, 1997.

Margaret H. McFarland,
Deputy Secretary.

[FR Doc. 97-28438 Filed 10-27-97; 8:45 am]

BILLING CODE 8010-01-M

SOCIAL SECURITY ADMINISTRATION

Statement of Organization, Functions and Delegations of Authority

This statement amends part T of the Statement of the Organization, Functions and Delegations of Authority which covers the Social Security Administration (SSA). Chapter TA covers the Office of the Deputy Commissioner for Programs and Policy. Notice is hereby given that Subchapter TAH, Office of Hearings and Appeals, is being amended to reflect changes in the organizational designations and functional responsibilities in the Office of Hearings and Appeals, Office of Management. The changes are as follows: Section TAH.10 The Office of Hearings and Appeals—(Organization):

H. The Office of Management (TAHE).
Abolish:

5. The Division of Systems Resources (TAHE5) Establish:

5. Office Automation Support Staff (TAHE7) Section TAH.20 The Office of Hearings and Appeals—Functions:

H. The Office of Management (TAHE).
Delete from the first sentence "systems" and replace with "office automation support".

Delete from the second sentence "systems" and replace with "office automation".

Delete in its entirety:

5. The Division of Systems Resources (TAHE5). Establish:

5. The Office Automation Support Staff (TAHE7). Provides office automation support to all Office of Hearings and Appeals (OHA) components. Serves as liaison between the Office of Systems (OS), SSA and the OHA end-user community in identifying operational requirements

and implementation of applications developed by OS. Manages OHA Automated Data Processing (ADP) resource allocations and directs the operations of the Model Hearing Office. Provides logistical support to OS during the implementation of new applications and technology. Administers the OHA systems security programs. Maintains the local networks located in OHA Headquarters and provides support to the end-users. Manages the OHA Information Technology Systems (ITS) small purchase budget allocated to OHA by OS and provides input to and cost benefit analysis for the budget submission. Maintains the OHA ITS inventory and provides updates to the SSA inventory maintained by OS. Develops and conducts end-user training and arranges for the delivery of appropriate training. Maintains liaison with OHA regional systems staffs and Headquarters staffs for the purpose of identifying operational problems or needs and makes recommendations to OS to resolve outstanding issues.

Dated: September 22, 1997.

Paul D. Barnes,

Deputy Commissioner for Human Resources.

[FR Doc. 97-28495 Filed 10-27-97; 8:45 am]

BILLING CODE 4190-29-P

DEPARTMENT OF STATE

[Public Notice No. 2623]

Shipping Coordinating Committee Subcommittee on Standards of Training and Watchkeeping; Notice of Meeting

The Shipping Coordinating Committee (SHC) will conduct an open meeting at 9:30 AM on Wednesday, December 3, 1997, in Room 6319 of the United States Coast Guard Headquarters Building, 2100 2nd Street SW., Washington, DC 20593-0001. The primary purpose of the meeting is to prepare for the twenty-ninth session of the International Maritime Organization (IMO) Sub-Committee on Standards of Training and Watchkeeping (STW) to be held at IMO from January 12 to 16, 1998. Preparations for the Joint IMO/ILO Working Group on Standard format for work hour records, which will be held at IMO from January 19 to 23, 1998, will also be discussed.

The primary matters to be considered include:

1. Review of IMO guidance on principles of safe manning (i.e., crew size);
2. Work emanating from the 1995 Conference of Parties to the International Convention on Standards